



Annexure II

SOP for Mess Diners

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed by all the Hostel residents of IITM when they visit the dining halls at Himalaya & Nilgiri mess buildings:

- Students with any symptoms of cold, cough, fever will be denied entry into the dining halls. Packed food will be delivered to such students at their room by the respective caterer on request.
- Students shall park their cycles in the parking lots marked 'parking' in front of the mess buildings duly following physical distancing norms of 6 feet between individuals.
- Thermal scanning of students for recording body temperature will be done by the staff upon reaching mess buildings. Those students with temperature more than 37.3°C (99°F) will be denied access/entry into dining halls. However, they will be provided with packed food. The hostel residents may collect the same from the counter at the entrance of each dining hall. Food waste should be disposed properly at their respective hostel/ department.
- Loitering and crowding in corridors/lift lobbies is prohibited. All Students except PwD should use the staircase only.
- Students should stand in a separate queue at a place earmarked with appropriate signage for entry into the dining halls duly following physical distancing norms.
- While queuing up for entry inside the dining hall wearing mask is mandatory.
- Students should strictly adhere to Mess Building/ Floor/ Hall / Slot / Table/ Seat allotted to them.
- Students' entry and exit is only through smart card (IITM students' ID card).
- Access will not be provided for entering into the dining hall if a student enters beyond 40th minute from the commencement of a time slot. All the students should match their time with the time of the smart card reader fixed at the entrance. Packed food shall be supplied to the students who arrive beyond 40th minute at a separate counter near the entrance of each dining hall. Packing charges @ Rs.10/- per pack will be deducted.
- Foot operated soap dispensers are installed at the entrance of the each dining hall. Students should make use of the same before entering and exiting the dining area.
- Students shall wear the mask all the time except while dining.

- Dining tables and seats are sequentially numbered. The diners should daily go and occupy the pre-designated seats only, till further notice.
- The dining timings have been staggered to ensure physical distancing.
- Maximum of 2 time slots (each 1 hour) is drawn. The door will be closed at 40th minute in respect of each time slot.
- Students are prohibited from sharing cups, utensils, food or drinks etc.
- Students are prohibited from using mobile phones and engaging in conversations while dining.
- Hostel residents desirous of having food in their respective hostels are permitted to bring their own *dabbas*/ carrier and carry packed food from the allotted dining hall. The students are advised to carry the required food and not waste any food. The SOP shall apply to these students also.
- Students are requested to be patient and cooperate with queue regulators.